



DEPARTMENT OF PERSONNEL

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MEMO PERD #10/04

March 11, 2004

TO: All Payroll Clerks
FROM: Jeanne Greene, Director
Department of Personnel
SUBJECT: DAYLIGHT SAVINGS TIME

Daylight Savings Time will begin on Sunday, April 4, 2004, at 2:00 a.m. Employees who are working a shift during this time will lose an hour of work.

As explained in NAC 284.220, Subsection 1

"An employee, other than an exempt classified employee or exempt unclassified employee, who loses an hour of work during his scheduled shift because of a change of time to daylight savings time may, with the approval of the appointing authority, elect to take an hour of annual leave, compensatory time or leave without pay or must be scheduled to work an additional hour."

Employees paid through Central Payroll should note in the explanation column of the timesheet if they are making up the additional hour. Do not code Regular Time (PRT) for this time.

If you have additional questions, please contact Central Payroll at (775) 687-4218.

JG:cp

cc Department Directors
Division Administrators
Agency Personnel Liaisons
Agency Personnel Representatives